

JT/11-29

OP-40

MILPITAS UNIFIED SCHOOL DISTRICT

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: MHS DATE REQUEST SUBMITTED: 11/22/16
 PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Schleeborn / MHS Speech & Debate
 DATE OF FIELD TRIP: Jan 5 2017 DATE OF RETURN: Jan 8 2017
 TIME OF DEPARTURE: 6 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day 6 TIME OF RETURN: 6 PM
 DESTINATION (include address): ASU Tempe Arizona 85281
 DISTANCE FROM SCHOOL SITE (one way): 727 miles
 TOTAL NUMBER OF PARTICIPANTS: 7 NUMBER OF STUDENTS: 6 NUMBER OF ADULTS: 1
 IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Graduate Tempe 225 East Apache Tempe AZ 85281
 MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐
 IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____
 BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)
 IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Charles Schleeborn OP81 on file
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.
 Check box and initial after verification: ☒ (Principal's initial) ☒ JT (Purchasing/Contracts initial)
 PURPOSE OF TRIP (Explain how trip relates to curriculum): Arizona State University Debate
Tournament

COST ANALYSIS: Transportation Cost: \$ 1400 Other Fees: \$ 1350 Hotel 300 sub Total Cost: \$ 2050
 HOW WILL THIS BE PAID? 230.490

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
<u>Sub</u>	<u>1010</u>	<u>0000</u>	<u>0</u>	<u>1151</u>	<u>00</u>	<u>1110</u>	<u>1000</u>	<u>093400</u>		<u>0000</u>

 REQUISITION # _____ (attached) or other explanation of how fees will be paid: ASB 230.490/parents (ASB, PTA, students)
 REQUESTOR'S SIGNATURE: _____
 PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

SHIPPED NOV 29 2016

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High, Russell Ranch DATE REQUEST SUBMITTED: 10-19-16
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Science Olympiad
DATE OF FIELD TRIP: 1/7/16 SATURDAY DATE OF RETURN: 1/7/16 -
TIME OF DEPARTURE: 5am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 10pm -
DESTINATION (include address): Mira Loma HS.
DISTANCE FROM SCHOOL SITE (one way): 118 miles
TOTAL NUMBER OF PARTICIPANTS: 56 NUMBER OF STUDENTS: 45 NUMBER OF ADULTS: 9
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A
MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐
IF USING A CHARTERED BUS, IDENTIFY COMPANY: San Jose Charter
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) Ins. Exp 06/16/17
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS:

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ (Principal's initial) ☐ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Mira Loma Invitational Science Olympiad Competition

COST ANALYSIS: Transportation Cost: \$ 2,118.29 Other Fees: \$ 450 - Total Cost: \$ 2,568.29

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
		0000	0	5807	00	1110	1000	010504	041	0000

REQUISITION # 187258 (attached) or other explanation of how fees will be paid: Donations (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature] Letta Meyer X-4060

PRINCIPAL'S SIGNATURE: [Signature] Phil Morales, MHS (Approved) () Not approved

Only use this section if needed: Damon James Russell MS Casey McMurry Rancho MS

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) [Signature]

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MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Sinnott DATE REQUEST SUBMITTED: 11-7-2017
 PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 5th Grade: Calvello, Le, Loanzon, Carraballo, and Shieu
 DATE OF FIELD TRIP: 1-11-2017 DATE OF RETURN: 1-11-2017
 TIME OF DEPARTURE: 8:00 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3:00 PM
 DESTINATION (include address): California Academy of Sciences; 55 Music Concourse Dr., San Francisco, CA 94118
 DISTANCE FROM SCHOOL SITE (one way): 51 miles
 TOTAL NUMBER OF PARTICIPANTS: 160 NUMBER OF STUDENTS: 132 NUMBER OF ADULTS: 28

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) Ins. EXP 12/31/16

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): We are building background knowledge for future writing assignments.

COST ANALYSIS: Transportation Cost: \$ 1,930.2 Other Fees: \$ 1,240.20 Total Cost: \$ 3,170.40
(3 busses) (\$310.05 x 4 =)

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
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REQUISITION # 193163 (attached) or other explanation of how fees will be paid: students, PTA, etc. (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature]

(☒) Approved () Not approved

Only use this section if needed:

* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) [Signature]

JT/11-17

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High DATE REQUEST SUBMITTED: 11-10-16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Science Olympiad

DATE OF FIELD TRIP: Saturday 1-21-17 DATE OF RETURN: 1-21-17

TIME OF DEPARTURE: 6am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 7pm

DESTINATION (include address): Tracy HS 315 E 11th St. Tracy CA 95376

DISTANCE FROM SCHOOL SITE (one way): 49.6 miles

TOTAL NUMBER OF PARTICIPANTS: 38 NUMBER OF STUDENTS: 35 NUMBER OF ADULTS: 3

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☐ Public Bus ☐ District Bus ☒ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Competition

COST ANALYSIS: Transportation Cost: \$ 950 Other Fees: \$ 240 Total Cost: \$ 1190

HOW WILL THIS BE PAID? Letta F-10

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807	00	1110	1000	010703	041	0000

REQUISITION # _____ (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature] X-4060

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) [Signature]

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

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MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: MHS DATE REQUEST SUBMITTED: 11/22/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Scholarship/MHS Student

DATE OF FIELD TRIP: 2-3-17 DATE OF RETURN: 2-6-17

TIME OF DEPARTURE: 6 PM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 10 PM

DESTINATION (include address): UNLV 4505 S. Maryland Pk Las Vegas NV 89154

DISTANCE FROM SCHOOL SITE (one way): 530 miles

TOTAL NUMBER OF PARTICIPANTS: 15 NUMBER OF STUDENTS: 13 NUMBER OF ADULTS: 2

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Fairfield Inn Las Vegas Airport 3850 Paradise W 89119

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐
Private Vehicles

IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (Initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Golden Desert Debate Tournament

COST ANALYSIS: Transportation Cost: \$ 3000 Other Fees: \$ Hotel 400 Sub 150 Total Cost: \$ 4050

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT: Sub

FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CTR	SCH	MGMT
<u>010</u>	<u>0000</u>	<u>0</u>	<u>1151</u>	<u>00</u>	<u>1110</u>	<u>1000</u>	<u>093400</u>		<u>0000</u>

REQUISITION # _____ (attached) or other explanation of how fees will be paid: Parents/ASB 230.490 (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

() Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

DISTRIBUTION AFTER APPROVAL:

WHITE: Purchasing/Contracts

YELLOW: School Site

PINK: Teacher

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MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School

DATE REQUEST SUBMITTED: 11/29/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and Debate

DATE OF FIELD TRIP: February 4, 2017

DATE OF RETURN: February 6, 2017

TIME OF DEPARTURE: _____ PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: _____

DESTINATION (include address): 4505 S Maryland Pkwy, Las Vegas, NV, 89154 (UNLV)

DISTANCE FROM SCHOOL SITE (one way): 530 miles

TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: 2989 Paradise Road, Las Vegas, NV, 89109
(Springhill Suites)

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐ Air

IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): The Milpitas Speech and Debate team will be competing at the Golden Desert Debate Tournament at UNLV

COST ANALYSIS: Transportation Cost: \$ Flight \$259 car rental \$91 Other Fees: \$ Hotel: 300 Reg: 220 Sub: 190 Total Cost: \$ 870 1,060.00

HOW WILL THIS BE PAID? Block Grant

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807 1151	00	1110	1000	010703	041	0000

REQUISITION # reimbursement (attached) or other explanation of how fees will be paid: Block Grant (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Amie X-4018

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

DISTRIBUTION AFTER APPROVAL:

WHITE: Purchasing/Contracts

YELLOW: School Site

PINK: Teacher

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OP-40 ✓

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
 (ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: 11/29/16
 PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and Debate
 DATE OF FIELD TRIP: February 11, 2017 DATE OF RETURN: February 13, 2017
 TIME OF DEPARTURE: _____ PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 5 pm
 DESTINATION (include address): 450 Serra Mall, Stanford, CA, 94305 (Stanford University)
 DISTANCE FROM SCHOOL SITE (one way): 18 miles
 TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1
 IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: _____

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Suzanne Marple

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☒ JS (Principal's initial) ☒ JT (Purchasing/Contracts initial) INS EXP 02/18/17

PURPOSE OF TRIP (Explain how trip relates to curriculum): The Milpitas Speech and Debate team will be competing at the 31st annual Stanford Invitational

COST ANALYSIS: Transportation Cost: \$ _____ Other Fees: \$ Reg 280 Total Cost: \$ 470.00
Sub - 190

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807 1151	00	1110	1000	010703	041	0000

REQUISITION # reimbursement (attached) or other explanation of how fees will be paid: Block Grant (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Amie X-4018

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

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MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Spangler Elementary DATE REQUEST SUBMITTED: Nov 29, 2016
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Sappho Chow
DATE OF FIELD TRIP: February 13th, 2017 DATE OF RETURN: February 17th, 2017
TIME OF DEPARTURE: 9:00am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 1:30 pm
DESTINATION (include address): 9900 Pescadero Creek Rd. Loma Mar, Ca 94021
DISTANCE FROM SCHOOL SITE (one way): 45 miles (Exploring New Horizons)
TOTAL NUMBER OF PARTICIPANTS: 64 NUMBER OF STUDENTS: 60 NUMBER OF ADULTS: 4
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Cabins

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☐ Public Bus ☐ District Bus ☒ Walking ☐
IF USING A CHARTERED BUS, IDENTIFY COMPANY: Eastside School District
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) Inv. Exp 07/01/17 (Shared w/ Burnett)
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ _____ (Principal's initial) ☐ _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): This trip provides a hands-on, experimental approach to the science standards. It focuses on adventure, self discovery, and environmental stewardship.

COST ANALYSIS: Transportation Cost: \$ 2,100 Other Fees: \$ 19320 Total Cost: \$ 21,420
(\$322/student)

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
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REQUISITION # 191077 (attached) or other explanation of how fees will be paid: PTA, students (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

JT/12-05
OP-40 ✓

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: 11/29/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and Debate

DATE OF FIELD TRIP: February 18, 2017 DATE OF RETURN: February 20, 2017
(During Feb break)

TIME OF DEPARTURE: _____ PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: _____

DESTINATION (include address): 2222 Bancroft Way, Berkeley, CA, 94720 (University of California, Berkeley)

DISTANCE FROM SCHOOL SITE (one way): 41 miles

TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: 495 10th St, Oakland, CA, 94607 (The Washington Inn Hotel)

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Suzanne Marple
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☒ (Principal's initial) ☒ JT (Purchasing/Contracts initial) INS EXP 02/18/17

PURPOSE OF TRIP (Explain how trip relates to curriculum): The Milpitas Speech and Debate team will be competing at the 2017 Cal Invitational at UC Berkeley.

COST ANALYSIS: Transportation Cost: \$ _____ Other Fees: Reg: 310 Hotel: 695 Total Cost: \$ 1005.00

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807	00	1110	1000	810703	041	0000

REQUISITION # Reimbursement or other explanation of how fees will be paid: Block Grant (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Quire X-4018

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

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